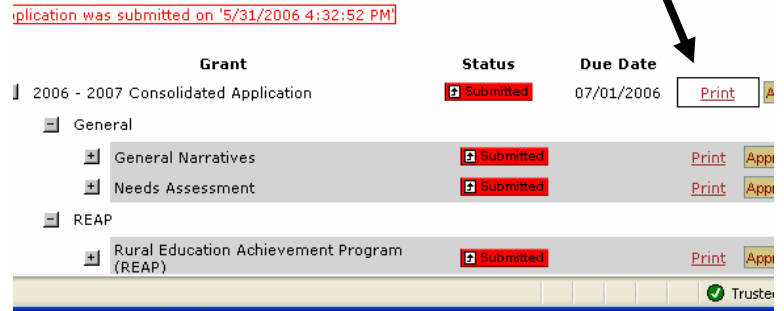


Print Function

When using the print function, patience is of the essence as it takes time to load in all the information from the consolidated application. Remember, be patient.

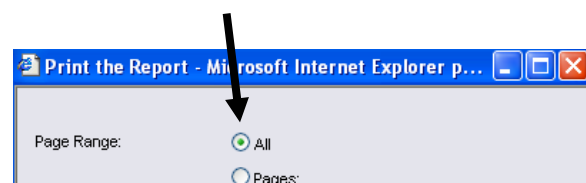
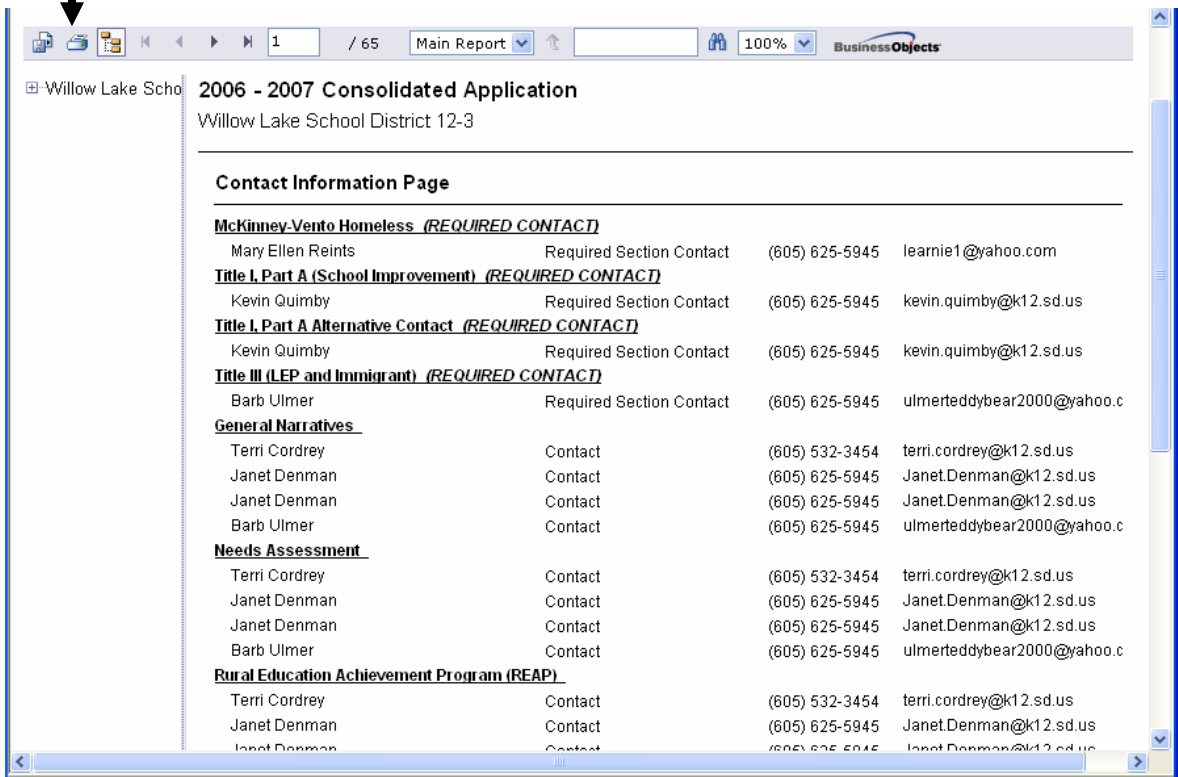
How to: Print the **Whole** Document

Step 1: Click on 'Print' next to the due date to print the whole application.



Step 2: Wait while the system loads in all the application information. This may take a few minutes.

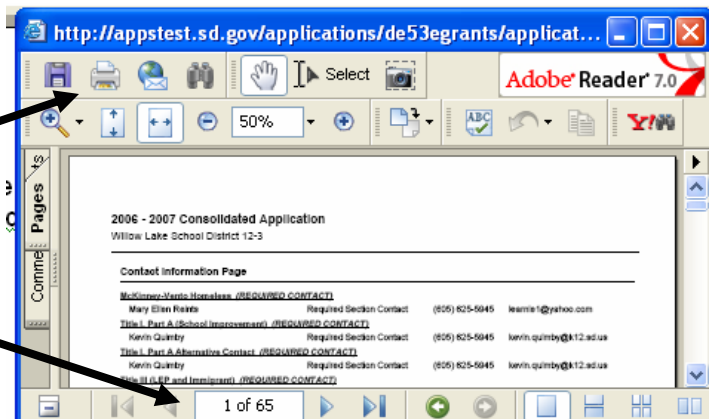
Step 3: To print the application, click the print icon. (Notice you are viewing page 1 of 65 pages)



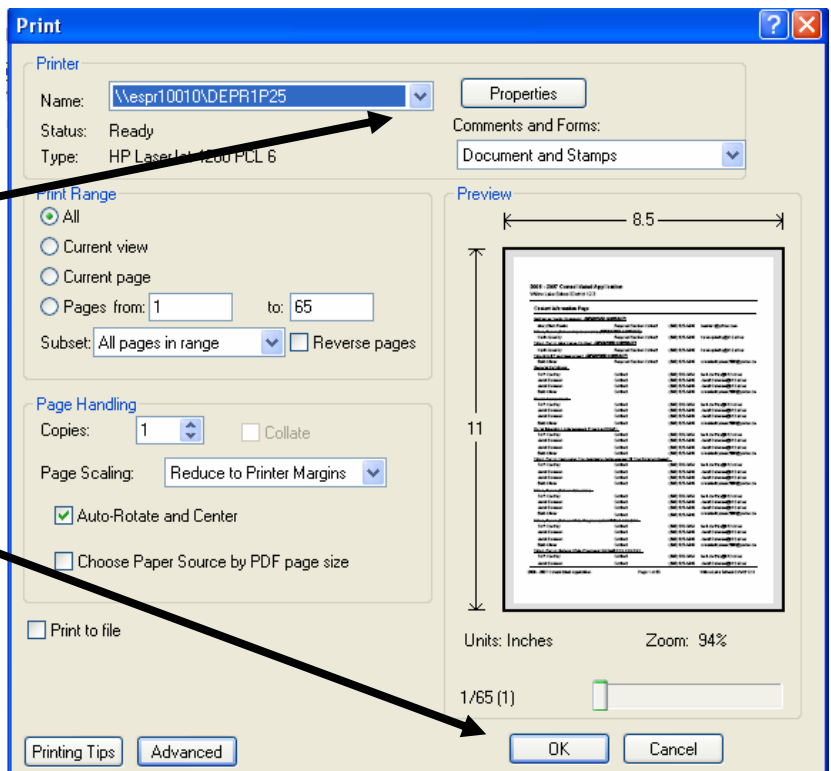
Step 4: Select 'All' and click 'OK' at the bottom.

Step 5: Again be patient as the information is being loaded into Acrobat Reader as a pdf file.

Step 6: Click the print icon. Notice that this document is 65 pages in length.



Step 7: Select your printer from the drop-down box, and click 'OK' at the bottom.



How to: Print Specific Sections

Step 1: Click 'Print' by the specific section to be printed.

n was submitted on '5/31/2006 4:32:52 PM'

Grant	Status	Due Date	
2007 Consolidated Application	Submitted	07/01/2006	Print
General			
General Narratives	Submitted		Print
Needs Assessment	Submitted		Print
REAP			
Rural Education Achievement Program (REAP)	Submitted		Print
Title I - Part A			
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Submitted		Print
Title I, Part A (School Selection)	Submitted		Print

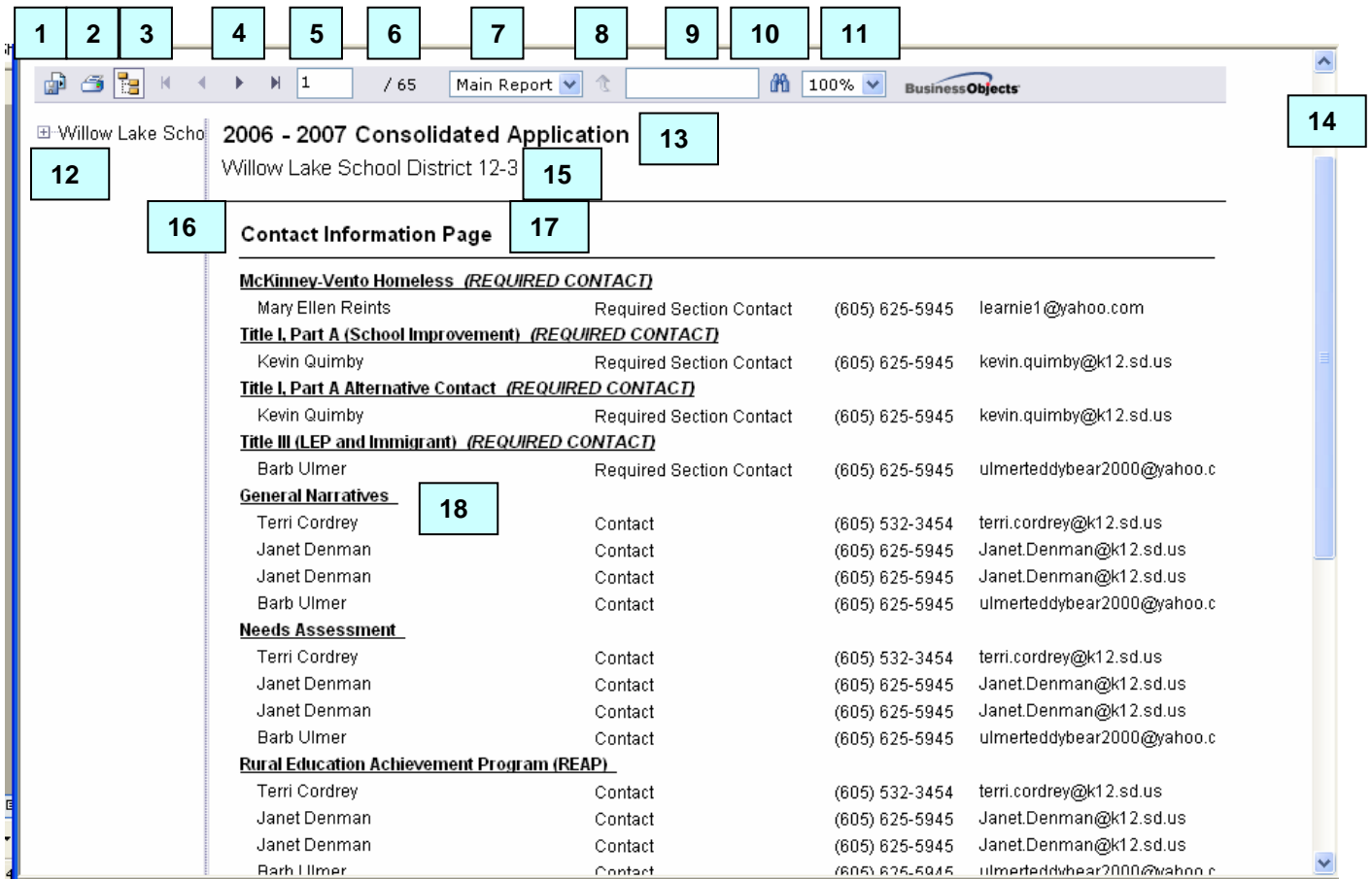
Step 2: Notice the number of pages is less, however the contact information page appears in all the documents to be printed. Follow Steps 3-7 from above.

Willow Lake School District 12-3 2006 - 2007 Consolidated Application

Contact Information Page

<u>McKinney-Vento Homeless (REQUIRED CONTACT)</u>			
Mary Ellen Reints	Required Section Contact	(605) 625-5945	learnie1@yahoo.com
<u>Title I, Part A (School Improvement) (REQUIRED CONTACT)</u>			
Kevin Quimby	Required Section Contact	(605) 625-5945	kevin.quimby@k12.sd.us
<u>Title I, Part A Alternative Contact (REQUIRED CONTACT)</u>			
Kevin Quimby	Required Section Contact	(605) 625-5945	kevin.quimby@k12.sd.us
<u>Title III (LEP and Immigrant) (REQUIRED CONTACT)</u>			
Barb Ulmer	Required Section Contact	(605) 625-5945	ulmerteddybear2000@yahoo.c
<u>General Narratives</u>			
Terri Cordrey	Contact	(605) 532-3454	terri.cordrey@k12.sd.us
Janet Denman	Contact	(605) 625-5945	Janet.Denman@k12.sd.us
Janet Denman	Contact	(605) 625-5945	Janet.Denman@k12.sd.us
Barb Ulmer	Contact	(605) 625-5945	ulmerteddybear2000@yahoo.c
<u>Needs Assessment</u>			
Terri Cordrey	Contact	(605) 532-3454	terri.cordrey@k12.sd.us
Janet Denman	Contact	(605) 625-5945	Janet.Denman@k12.sd.us
Janet Denman	Contact	(605) 625-5945	Janet.Denman@k12.sd.us

Print Function Features -- (Definitions of each number under the picture)



1 - **Export icon:** Exports the report into another format -- use the drop down box to choose the desired format. See screen shot to the right. (With the function you are able to save a copy of your application.)

2 - **Print icon:** See above for directions in using this icon.

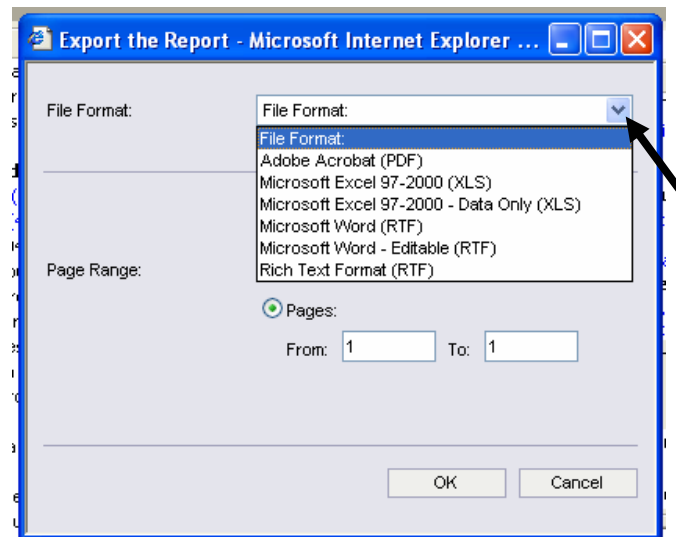
3 - **Show/Hide Group Tree icon:** Removes or retrieves the information in the left hand box of the web form.

4 - **First, Previous, Next, Last arrow icons:** Tool to maneuver through the document.

5 - **Page number:** Indicates which page is being viewed.

6 - **Number of pages:** Indicates the number of pages in the document.

7 - **Report Menu:** Drop down box shows the reports that have been created (see number 17 & 18)



- 8 - **Up Arrow:** Not sure what this icon does
- 9 - **Search Key Word box:** Type in a key word to perform a search.
- 10 - **Find button:** After typing in a key word, use this button to search for the key word.
- 11 - **Zoom icon:** Increases or decreases size for viewing report information.
- 12 - **Group tree:** Plus and minus icons expand and minimize the section choices available in the report
- 13 - **Application Name:** Indicates which application is being reported.
- 14 - **Scroll bar:** Scroll to see the bottom of the report page being viewed.
- 15 - **District Name:** Indicates which district the report is about.
- 16 - **Expanding and Decreasing Bar:** Bar allows for expanding and decreasing the Group Tree section. Click, hold and drag the bar to expand or decrease the viewing area.
- 17 - **Hot Link:** Click the name to create a report specific to that information. Example, click on contact information and a mini report will be created for printing purposes with the contact information.
- 18 - **Hot Link:**